



CITY OF CHICAGO
CHICAGO FIRE DEPARTMENT
FIRE PREVENTION BUREAU
MOBILE FOOD VEHICLES (MFV)
FIRE SAFETY PERMIT PROCESS



STATEMENT OF CFD POLICY REGARDING FIRE SAFETY PERMIT APPLICATIONS

All mobile food vehicles that will use a gasoline, diesel or propane electric generator; propane gas or compressed natural gas; types I or II exhaust hood and/or fire suppression system, must apply for a fire safety permit issued by the Chicago Fire Department, Fire Prevention Bureau [CFD-FPB]

The [Fire Prevention Bureau](#) shall review all completed fire safety permit applications to determine whether the vehicle meets the fire safety specifications outlined in the City of Chicago Mobile Food Vendors and Shared Kitchens Rules.

Reference: [City of Chicago Mobile Food Vendors and Shared Kitchens Rules Part II: Rules 2, 4 & 5.](#)

The Deputy Fire Commissioner of the Chicago Fire Department Fire Prevention Bureau shall have final authority to approve or deny mobile food vehicle fire safety permits and request any amendments or revisions that may be necessary.

To obtain a fire safety permit, the mobile food vehicle owner must complete a 5 step process. The steps required are as follows:

- [Step 1 - BACP Meeting](#)
- [Step 2 - Vehicle Plans: Mobile Food Vehicle Suppression Systems](#)
- [Step 3 – Inspection](#)
- [Step 4 - Permit Application](#)
- [Step 5 - Propane Handling Training](#)



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To obtain a fire safety permit, the mobile food vehicle owner must complete a process that begins in the initial consultation with a business consultant at the [City's Department of Business Affairs and Consumer Protection \[BACP\]](#).

Reference: [Mobile Food Vendor Licenses](#)

Step 1 - BACP Meeting

In your initial meeting with the BACP business consultant, you and the consultant will determine if you are required to acquire a fire safety permit from the [Fire Prevention Bureau](#).

Reference: [Mobile Food Vehicle Fire Safety Assessment & Inspection Checklist – pg. 1](#)

Step 2 - Vehicle Plans: Mobile Food Vehicle Suppression Systems

Using the same process required of brick-and-mortar businesses by the Chicago Fire Department, mobile food vehicles operating a suppression system on board are required to submit the vehicle plan/blueprint to the [Fire Prevention Bureau](#) on the blueprint designer's official company letterhead.

Submissions from unlicensed individuals will not be approved.

The vehicle owner must include a \$150.00 check or money order (non-refundable) made payable to the City of Chicago, Department of Revenue, along with these blueprints to the [Fire Prevention Bureau](#) for processing. CFD-FPB personnel will review the blueprints to determine if the vehicle's fire suppression system meets fire safety requirements.

Vehicle blueprints should be addressed to: John Javorka, P.E. , LEED AP
Deputy Commissioner
Chicago Fire Department – Fire Prevention Bureau
444 N. Dearborn St., 2nd Floor
Chicago IL., 60654

Reference: [Mobile Food Vehicle Suppression System Blueprint Checklist](#)



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Step 3 – Inspection

If the applicant's suppression system blueprints are approved, an initial inspection will be conducted by CFD-FPB personnel in conjunction with the Health Department. The checklist enclosed here is your guide to initial and subsequent inspections.

Reference: [Mobile Food Vehicle Fire Safety Assessment & Inspection Checklist – pg. 2](#)

Step 4 - Permit Application

If the applicant's vehicle passes inspection, the applicant will submit an additional \$100.00 check or money order (non-refundable) made payable to the City of Chicago Department of Revenue, to the [Fire Prevention Bureau](#) along with the fire safety permit application for processing. Once approved, the final fire safety permit must always be kept in the vehicle.

Reference: [Mobile Food Vehicle Fire Safety Permit Application](#)

Step 5 - Propane Handling Training: Mobile Food Dispenser (MFD) and Mobile Food Preparer (MFP) business license applicants with gasoline, diesel, propane or natural gas system installed in their mobile food vehicle must complete a Fire Safety Class (FSC) conducted by the Chicago Fire Department - Fire Prevention Bureau. All mobile food vehicles must always have a person trained in handling and refilling propane on board.

Reference: [Mobile Food Vehicle Operator Fire Safety Class](#)